

Stephanie Terrace
CONDOMINIUMS
Home Owner's Association

2021 QUARTERLY MEETING MINUTES

LOCATION: Online Conference Call
DATE: 10.16.2021
CALLED TO ORDER: 10:00 am

OWNER ATTENDEES

UNIT NUMBER	UNIT NUMBER	UNIT NUMBER	UNIT NUMBER	UNIT NUMBER
<input type="checkbox"/> 1	<input type="checkbox"/> 12	<input type="checkbox"/> 23	<input type="checkbox"/> 34	<input checked="" type="checkbox"/> 45
<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 13 – Board	<input type="checkbox"/> 24	<input type="checkbox"/> 35	<input type="checkbox"/> 46
<input checked="" type="checkbox"/> 3 – Board	<input type="checkbox"/> 14	<input type="checkbox"/> 25	<input type="checkbox"/> 36	<input type="checkbox"/> 47
<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 15	<input type="checkbox"/> 26	<input type="checkbox"/> 37	<input type="checkbox"/> 48
<input type="checkbox"/> 5	<input type="checkbox"/> 16	<input type="checkbox"/> 27	<input type="checkbox"/> 38	<input type="checkbox"/> 49 – Board
<input type="checkbox"/> 6	<input type="checkbox"/> 17	<input type="checkbox"/> 28	<input type="checkbox"/> 39	<input type="checkbox"/> 50
<input checked="" type="checkbox"/> 7	<input type="checkbox"/> 18	<input checked="" type="checkbox"/> 29 – Board	<input type="checkbox"/> 40	<input type="checkbox"/> 51
<input type="checkbox"/> 8	<input type="checkbox"/> 19	<input checked="" type="checkbox"/> 30 – Board	<input type="checkbox"/> 41	<input type="checkbox"/> 52
<input type="checkbox"/> 9	<input type="checkbox"/> 20	<input type="checkbox"/> 31 – Board	<input type="checkbox"/> 42	<input type="checkbox"/> 53
<input type="checkbox"/> 10	<input type="checkbox"/> 21	<input type="checkbox"/> 32	<input type="checkbox"/> 43	<input type="checkbox"/> 54
<input type="checkbox"/> 11	<input checked="" type="checkbox"/> 22 – Board	<input type="checkbox"/> 33	<input type="checkbox"/> 44	

Owner in attendance Owner not in attendance

OPENING BUSINESS

AGENDA ITEM DESCRIPTION	ACTION	STATUS
July 2021 and September 2021 Meeting Minutes were approved.		Closed

TREASURER'S REPORT

AGENDA ITEM DESCRIPTION	ACTION	STATUS
Due to concerns regarding financial fraud the Treasurer's Report will be read out during the meeting but will not be included in the meeting minutes. It will be available to any owner that requests to see it. Such requests should be directed to a board member.		Closed

PRESIDENT'S REPORT

AGENDA ITEM DESCRIPTION	ACTION	STATUS
Chris would like to remind residents that Stephanie Terrace is a community and that just because we individually own or rent our units, we still need to live together so please review and follow the house rules and bylaws that we all agreed to upon moving into the complex.		Closed

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MAINTENANCE

AGENDA ITEM DESCRIPTION	ACTION	STATUS
<p>Vent Blocks Vent blocks need to be installed in the coming months when temperatures drop a little lower overnight. Volunteers would be appreciated.</p>	Board	Open
<p>Deck Covering Chris asked if a specific material has been specified for the second floor balcony covering. It was determined that the As&Os specify tile, carpet, etc. and if a new material is desired by a resident it needs to be approved by the board.</p>	N/A	Closed
<p>Building 9 Main Drain Flush Flush has been completed.</p>	N/A	Closed
<p>Catch Basin Cleaning Superior: Needs to be scheduled for after majority of the leaves have fallen, or December at the latest.</p>	Superior	Open

ON-GOING BUSINESS

AGENDA ITEM DESCRIPTION	ACTION	STATUS
<p>Concrete Repairs Two proposals have been provided to the board, a third is pending. Board needs to review and approve a quote. Chris did a site walk with Lovett and it was pointed out that the repairs may not last long due to tree roots under the sidewalks. Board: Review quotes and select vendor for this work.</p>	Board	Open
<p>Moving Fee Resolution Board: Needs to review the language provided by Maria and consult a lawyer regarding this matter.</p>	Board	Open
<p>LED Lighting Project Scott indicated to the board that, due to the pandemic, there are supply chain problems that will probably affect this project and, due to this it's best to push this project to the first quarter of 2022. Karen: Resend the site map with fixture counts and locations to Scott. Scott: Identify fixtures for review and approval by the Board.</p>	Scott / Karen	On-Going
<p>Pest Control The board would like to reiterate that an interior service can be provided at unit residents' cost.</p>	N/A	Closed
<p>Parking Signage versus Striping Chris is looking into the cost of purchasing and installing signage to replace the "Reserved" parking space striping.</p>	Chris	Open
<p>Garage G-29 Ownership The purchase of garage 29 has been completed.</p>	Board	Closed

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<p>Building 12 Porch Light Karen followed up with Meghan and discovered that although repairs have been made the porch lights are still not working properly. Superior has sent a report that this work was begun but it appears to have been left incomplete. It was noted during this discussion that several garage lights at approximate units 5-12 appear to always be on. The board decided that at the time of the LED lighting project, the locations of the photocells at all buildings and garages should be reviewed and relocated as necessary for proper function. Superior: Follow up with Brightside to confirm photocell has been moved and porch lights properly function. If work has not been completed, please schedule it.</p>	Superior	Open
<p>Gutter Flushing Quotes were provided to the board and Details Image Restoration was approved. Superior: Schedule gutter and downspout flush for after majority of the leaves have fallen, or December at the latest.</p>	Superior	Open
<p>Website Updates Jeremy, Chris and Karen will review the updates Jeremy has made. [10/25] Meeting was scheduled by missed. Needs to be rescheduled.</p>	Jeremy / Chris / Karen	Open
<p>Maintenance Schedule Maintenance Schedule was developed by Karen and Superior.</p>	Superior / Board	Closed
<p>Plantings The board will follow up with the landscapers on replanting in the areas where plants have been removed. [10/25] Pushed to spring, readdress in annual meeting.</p>	Board	Open

NEW BUSINESS

AGENDA ITEM DESCRIPTION	ACTION	STATUS
<p>Building Water Shut Off Locations Unit #4 has reported a need for a water repair but their plumber could not find the building shut off valve. Steve went around the building in an attempt to locate the shut off but couldn't. Steve, Chris and Karen to walk the site in an attempt to locate building shut offs. Update [10/26]: During the site walk with Steve, Chris and Karen it was discovered that many shut off have been damaged, have been buried in mud or are otherwise inaccessible. Lovett is scheduled to repair building 1's shut off October 29 and follow up with a quote to address remaining shut off and any necessary repairs. Superior: Forward Lovett quote on to the board when it is received.</p>	Superior	Open

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2023 Reserve Study The board has not yet seen proposals for this work. Superior: Send (or resend) proposals from PONO and Accurate Reserve Professional as indicated in the 10/13 emailed manager report.	Superior	Open
Fire Extinguisher Maintenance Superior reported that fire extinguisher maintenance will be performed in December.	N/A	Open
Dumpster Use/Overfilling Several residents have reported the over-filling of dumpsters on site. At present, because offender is unknown, no action can be taken. It is noted that incidents such as this is why the board is looking into a moving fee.	N/A	Closed
HOA Storage Needs Now that the HOA does not have use of Garage 29 but still has a storage requirement, an onsite shed was discussed. Type of storage, such as a single large shed versus two smaller ones were proposed and it was determined that a single large shed would be advantageous. The \$3,000 purchase price of garage 29 is available for this purchase, and the location was determined to be either a visitor parking space or the yard behind building 7. A \$2300 dollar shed was identified as a probable candidate. Board: Final decision on shed will be made at the January meeting with installation done in the spring.	Board	Open
Reserved Parking Spaces Some residents have reported that their reserved, numbered parking space is being used by guests of other units without permission. The board would like to remind residents that residents can tow vehicles in their reserved parking space without notifying or seeking permission from the board.	N/A	Closed
Smoking Around Buildings Residents of building 10 have reported that they have smelled marijuana smoke in their breezeway and that smell is now infiltrating their units. Notice is to be sent to all residents of building 10 regarding this issue with a reminder, per our bylaws, that no noxious or offensive activity shall be carried on in any unit or in the common elements of the property. Anyone who smokes on the property is asked to do so away from buildings so as to lessen their impact other residents. Superior: Please issue the approved notice to residents of building 10.	Superior	Open

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Visitor Parking Waiver Approval Inconsistency in the manner in which the board issues visitor parking waiver approvals was discussed. It was determined that residents that violate VP rules should not be given waivers after they have been warned and/or towed. The board agreed that if a resident asks before use they should be granted a waiver, but if they violate the rules and then ask they should not. Reasonable requests should be granted and an individual infraction does not preclude seeking permission in the future.	Board	Closed
Building Washing Proposals Building washing quotes were sent to the board but it was noticed that garage enclosures were not included. Superior: Reach out to vendors and have them requote the work with the inclusion of washing out the garage enclosures.	Superior	Open

- - - END OF MEETING MINUTES - - -

NEXT MEETING : Saturday, January 15, 2022 Annual Meeting
ADJOURNED : 11:10 am